

CITY OF BEAVERTON

Senior Court Clerk

General Summary

Perform a variety of administrative support activities in the Municipal Court according to established practice and procedures. Serve as leadworker for Court Clerks and/or other administrative staff.

Key Distinguishing Duties

Increased responsibility and independent performance of more specialized or technical work assignments, and serving as lead worker.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Serve as a member of the Municipal Court leadership team. Evaluate performance and program effectiveness, recommend action for improvement and prepare reports.
2. Assign, schedule and review staff work. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Train and coach employees in operations of court and provide input into performance evaluations. Participate in the selection process.
3. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
4. Assist in the preparation and monitoring of the section budget.
5. Perform the duties of the Court Clerk including, but not limited to those listed below:
 - Process court related transactions.
 - Receive, transfer, or refer calls to proper sources.
 - Provide program information relating to Municipal Court procedures and services without providing legal advice.
 - Make basic interpretations of existing office policy to facilitate office operations/program procedures or to convey information about services.
6. Enter a variety of information and quantitative data and records associated with court activities into various automated systems or applications. Create reports, documents and formats in these application programs.

7. Allocate money received to proper accounts, and process related paper work. Compile and maintain data and fiscal information for budgeting and billing purposes.
8. Coordinate prisoner transport to and from county or state prison facilities by producing transport orders. Respond to transport issues and act as liaison with jails.
9. Prepare non-compliance affidavits and warrants. Verify warrants with state or county offices.
10. Produce an acceptable quantity and quality of work that is completed within established timelines.
11. Model and coach employees on excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
12. Represent the Municipal Court and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
13. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
14. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
15. Participate in the City Emergency Management program including classes, training sessions and emergency events.
16. Follow standards as outlined in the Employee Handbook.
17. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of the laws and regulations governing Municipal Court operations and processes including record keeping.
- ◆ Advanced knowledge of practices and principles associated with Municipal Court operations and processes.
- ◆ Advanced knowledge of terminology associated with Municipal Court operations and processes.

- ◆ Advanced knowledge of Law Enforcement Data Systems (LEDS).
- ◆ Advanced knowledge of cash handling and reconciliation processes and procedures.
- ◆ Advanced knowledge of general office practices and equipment.
- ◆ Advanced knowledge of imaging and document scanning processes and systems as they relate to court processes.
- ◆ Advanced knowledge of practices and principles of modern office administration practices and decision-making.
- ◆ Advanced knowledge of general bookkeeping and recording keeping processes.
- ◆ Basic knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Basic understanding of strategic planning methods with an emphasis on services related to Municipal Court operations and processes
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Basic knowledge of human resources management practices.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Advanced ability to use applications in Microsoft Office Suite including Excel, Access and Word. Advanced ability to use other application software including WINCS and LEDS.
- ◆ Advanced ability to accurately interpret policies and procedures and to follow instructions.
- ◆ Advanced ability to work independently, prioritize tasks and meet deadlines.
- ◆ Skill in conceptual analysis and policy/program development and implementation.
- ◆ Ability to develop budget input and cost estimations.
- ◆ Ability to productively lead and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Ability to effectively lead a staff including training, coaching, scheduling and reviewing work.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations and develop reports that may include technical information.
- ◆ Strong ability to use general office equipment.

Minimum Qualifications Required for Entry

High school diploma or GED and 2 years experience in a court or legal setting, including some experience in a lead role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Ability to acquire Law Enforcement Data System (LEDS) certification within 6 months.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar devices; occasionally dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads.

Classification History

As of 10/97: Senior Court Clerk

Revised: 1/98

Revised: 12/2000

Revised: 11/04

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date